DOCUMENT RESUME

ED 373 142 CE 065 059

TITLE National Occupational Information Coordinating Committee (NOICC) Fact Sheets, Numbers 1-14.
INSTITUTION National Occupational Information Coordinating Committee (DOL/ETA), Washington, DC.
PUB DATE Jul 92
NOTE 26p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Career Development; Career Education; Career Guidance; *Career Information Systems; Computer Oriented Programs; Coordination; *Databases; Decision Making; Diffusion (Communication); Education Work Relationship; Federal Programs; Information Networks; *Occupational Information; Postsecondary Education; Program Development; Program Implementation; Secondary Education; State Programs
IDENTIFIERS *National Occupational Information Coordinating Com; State Occupational Information Coordinating Comm

ABSTRACT

This document consists of all 14 NOICC fact sheets issued to date, as follows: (1) "NOICC and the NOICC/SOICC Network; (2) "Occupational Information Systems"; (3) "Career Information Delivery Systems"; (4) "National Crosswalk Service Center"; (5) "NOICC Training Support Center"; (6) "Civilian Training Inventory"; (7) "Civilian Occupational and Labor Market Information System"; (8) "Economic Development and Employer Planning System"; (9) "State Training Inventory"; (10) "National Career Development Guidelines"; (11) "Improved Career Decision Making Program"; (12) "Employee Career Development Program"; (13) "Career Development Portfolio Project"; and (14) "Career Development Training Institute." (YLB)

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NOICC Fact Sheets

National Occupational Information Coordinating Committee

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NOICC AND THE NOICC/SOICC NETWORK

The National Occupational Information Coordinating Committee (NOICC) is a federal interagency committee that promotes the development and use of occupational and labor market information. Established by Congress in 1976, NOICC members include representatives of 10 agencies in the U.S. Departments of Labor, Education, Commerce, Agriculture, and Defense.

NOICC'S PRIMARY MISSION...

...is to improve coordination and communication among developers and users of occupational information and to help states meet the occupational information needs of vocational education and employment and training program managers, as well as individuals making career decisions.

NOICC WORKS WITH A NETWORK...

...of State Occupational Information Coordinating Committees (SOICCs), also established by Congress in 1976. SOICC members represent state producers and users of occupational information, including vocational education boards, vocational rehabilitation agencies, employment security agencies, job training coordinating councils, and economic development agencies. Many also include representatives from higher education.

NOICC AND THE SOICCS ENCOURAGE COORDINATION...

... and communication among their respective member agencies at the national and state levels, and they work together in a larger federal/state network. Because of this cooperation, data producers and users know more about each other's programs and services, requirements and needs. Information on new products and research is circulated and exchanged. Projects of mutual interest are identified and carried out cooperatively at the state and federal levels.

NOICC AND THE SOICCS HAVE DEVELOPED DATA SYSTEMS...

...that are designed to help provide planners and program managers with up-to-date occupational information upon which to base program decisions and to help meet the occupational information needs of individuals making decisions about occupations and careers.

THE BASIC NOICC/SOICC SYSTEMS INCLUDE:

- Occupational Information Systems (OIS) — state-operated computerized databases that contain mechanisms for combining multiple-source occupational and educational data and integrating and formatting the data so that it can be understood and analyzed by a variety of audiences.

- Career Information Delivery Systems (CIDS) — computer-based systems that provide information about occupations and training opportunities. The systems help individuals match personal characteristics with compatible occupations. CIDS are located at almost 19,000 sites nationwide.

NOICC SPONSORS PROGRAMS THAT FOCUS ON CAREER GUIDANCE ...

...and Counseling under the National Career Development Guidelines project, for example, national guidelines for standards for career guidance and counseling programs have been developed and tested and are now being used in 40 states to establish and

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improve career development programs. NOICC's Improved Career Decision Making (ICDM) training program is aimed at helping counselors increase their knowledge and use of labor market information in career counseling. NOICC utilizes distance-learning satellite teleconferences, video training packages and CIDS enhancements to reach wider audiences.

THE NOICC/SOICC NETWORK IS INVOLVED IN A RANGE OF ACTIVITIES...

...that promote and facilitate the use of occupational and labor market information. The Network has used the technology and design of the original Occupational Information System to develop other systems that facilitate the use of occupational, educational and labor market information. Forty SOICCs have implemented the NOICC-developed Micro-OIS — a microcomputer-based system that matches occupational demand and training supply data. Other states operate mainframe-based systems or have developed their own microcomputer systems. Many also produce OIS publications. Forty-eight states now have computer-based CIDS — the majority of which were implemented with NOICC funding.

NOICC SUPPORTS TECHNICAL RESOURCE SERVICE CENTERS...

...including the National Cr[illegible]alk Service Center (NCSC) and the NOICC Training Support Center (NTSC). NCSC manages the NOICC Master [illegible]osswalk, an extensive, computerized database that allows users to see the relationships among the major federal occupational and [illegible]ducational classification systems. NTSC coordinates NOICC's training programs and conferences on a nationwide basis. In 1992, NOICC will establish a National Career Development Training Institute (CDTI), authorized and funded by Congress to develop career development programs to train personnel to help students understand the world of work and the connection between academic skills and work-related skills.

NOICC WORKS WITH MANY ORGANIZATIONS...

...to promote the use of occupational information. It has sponsored OIS technical assistance projects with the National Governors' Association; worked with the Interstate Conference of Employment Security Agencies to design a computer software system for developing state occupational employment projections; and with the American Counseling Association, sponsored regional labor market information workshops for counselor educators. NOICC and the Department of Defense have worked together since 1979 to relate military occupational specialties to civilian occupations and training programs and to integrate military occupational and training data into computerized CIDS.

SOICCS PROMOTE THE USE OF OCCUPATIONAL INFORMATION...

...at the state level in a variety of ways. SOICCs in most states have developed and implemented the OIS and are now concentrating on enhancing their systems. They publish career information tabloids and occupational outlook reports; conduct job and career fairs; and sponsor career information telephone hotlines.

NOICC AND THE SOICCS OPERATE...

...under the authority of the Job Training Partnership Act and the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. NOICC's operations are supported by funds from the U.S. Departments of Labor and Education. NOICC allocates about three-fourths of its funds to the SOICCs through its Basic Assistance Grants program, which supports SOICC operations. Additional funds are awarded to SOICCs through Special Purpose Grants, which support specific projects that address program priorities.

NOICC's Executive Director is Juliette N. Lester. NOICC offices are located at 2100 M Street NW, Suite 156, Washington, DC 20037. Telephone numbers are (202) 653-5665, 653-5671 and 653-7680.

OCCUPATIONAL INFORMATION SYSTEMS

Occupational Information Systems (OIS) are computerized databases of occupational and labor market information designed to help states meet the occupational information needs of vocational education, economic development and employment and training program planners and managers. The OIS is capable of combining data from many sources, allowing users to link projected occupational needs with existing training programs to plan future program offerings. Each State Occupational Information Coordinating Committee (SOICC) develops and implements its own OIS program, with financial and technical support from NOICC.

AN OIS DATABASE CONTAINS EXTENSIVE...

...state and local labor market information, including current and projected demand for workers by occupation, as well as information on the supply of graduates of related training programs. Some systems also contain information on working conditions, educational requirements, and wages and benefits of specific occupations, as well as information about training programs, educational institutions, industries and employers in the state.

INFORMATION DEVELOPED FROM OIS DATA...

...can identify major changes and trends in local, state and regional labor markets. A careful analysis of the data in a state's OIS can help identify current and potential shortages and surpluses of workers in specific occupations by geographic area. The data also can help identify potential problems in training programs and related labor market conditions that may be causing them. OIS information can help educational planners develop programs that address the real and emerging needs of the economy.

ALTHOUGH OIS DATA ARE USED PRIMARILY...

...by vocational education and job training program managers, the data have many other applications. The data can provide state and local policymakers with relevant labor market information upon which to base decisions. Local governments can use information about employment, the supply of skilled workers and the availability of training programs to attract new businesses and industries. The systems can provide information on educational and training programs and occupational and employment trends of interest to employers, including entrepreneurs who want to start small businesses.

WHILE THE ORIGINAL OIS...

...was developed for use on mainframe computers, as a result of the increase in the capabilities of microcomputer hardware and software, NOICC developed a microcomputer-based OIS. About 40 states have implemented the Micro-OIS, an interactive system that provides data in a cluster-based format and has a structured search capability.

THE MICRO-OIS IS COST-EFFECTIVE...

...and relatively easy to update and maintain. It offers computerized delivery to local jurisdictions without the expense of long-distance telephone charges involved in on-line computer use. It can be used to produce supply/demand information for statewide or selected substate areas, and its interactive access capabilities enable planners to request data directly or by structured search.

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THE MICRO-OIS INCLUDES:

- Occupational projections and reports that show projected employment to the year 2000 or 2005, including estimates of annual average growth, replacement and total openings.
- Data on training program completers by program and type of institution, such as secondary schools and community colleges.
- A training/school directory, which is designed to identify education and training institutions and their programs by geographic area. Most states now operate the newly developed State Training Inventory (STI).
- The occupation/industry matrix module, which provides data on industries employing a certain share of workers in selected occupations, specified by supply/demand cluster codes or occupational codes.

IN 1992 AND 1993, NOICC, WORKING WITH SOICC AGENCY REPRESENTATIVES...

...and different user groups, will redesign the Micro-OIS to accommodate the expanding and changing needs of different users.

NOICC AND THE SOICCS HAVE PARTICIPATED IN NUMEROUS PROJECTS...

...to enhance and improve the OIS database. NOICC developed higher education units of analysis that cluster occupations to reflect labor market relationships between graduates of baccalaureate and graduate degree programs with the occupations in which they are likely to seek and find employment. NOICC sponsored the development of a microcomputer-based MATRIX Occupational Projections System, which states can use to develop state and substate occupational projections on an MS-DOS-equipped microcomputer. The system allows users to review and edit data as it is being processed, and the system can create estimates of self-employed and unpaid family workers. NOICC has arranged for SOICCs to obtain data on trainees completing Job Corps programs, and each SOICC now receives a special tabulation prepared annually by the Job Corps that provides information on trainees returning to their states. NOICC also has worked with the Department of Defense to supply SOICCs with information on people leaving the military services, providing additional state-specific data on the supply of trained workers.

NOICC HAS DEVELOPED SPECIAL PROCEDURES...

...for relating supply data from training institutions to data on employment demand in related occupations. By using the NOICC Master Crosswalk, the data can be organized into clusters of related instructional programs and occupations — a format that is useful for planning employment and training programs. The Crosswalk is a computerized database and crosscoding instrument that shows relationships among the major occupational and educational classification systems used by the federal government. It is maintained by the National Crosswalk Service Center, under a grant to the Iowa SOICC. NOICC is revising the Master Crosswalk to incorporate changes in the revised 4th Edition of the Dictionary of Occupational Titles (DOT) and the 1990 Classification of Instructional Programs (CIP).

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about Occupational Information Systems, contact Jim Woods at (202) 653-5665, Harvey Ollis at (202) 653-5671, or your State Occupational Information Coordinating Committee.

CAREER INFORMATION DELIVERY SYSTEMS

Career Information Delivery Systems (CIDS) are computer-based data systems that provide information about occupations and educational programs within a state. CIDS are an important resource in career and employment counseling, job placement, educational planning, and vocational and career education programs. They also are used directly by individuals exploring career options and opportunities.

THE SYSTEMS CONTAIN INFORMATION ABOUT...

...hundreds of occupations and related educational and job training programs. Each occupation is described in terms of duties, employment outlook, earnings levels, working conditions and licensing and educational requirements. Educational information in the systems includes descriptions of postsecondary and job training programs, as well as the admissions policies, services, financial aid, and programs of specific institutions. Most CIDS include information on military occupations and training opportunities.

CIDS ALSO HELP INDIVIDUALS...

...relate personal characteristics, such as interests, aptitudes and educational goals to compatible job and career possibilities. Using a computer, individuals request information on particular occupations or match personal characteristics with possible occupations. Responses are displayed on a computer screen and printed for later review.

STATE CIDS ARE LOCATED AT ALMOST 19,000 SITES NATIONWIDE...

...serving over seven million people each year. The systems are widely used at public schools, with about 75 percent of all CIDS sites located in high schools, junior high schools, and elementary schools.

CIDS PROGRAMS INCREASINGLY ARE AVAILABLE...

...where career development services are provided for adults — continuing education centers, rehabilitation agencies, Job Service offices, social service agencies, military bases, state correctional institutions, libraries and private industry, for example. CIDS also are located at state employment and training agencies, community colleges and four-year colleges and universities.

STATE CIDS HAVE BEEN SUPPORTED...

...by the National Occupational Information Coordinating Committee (NOICC) and are operated by State Occupational Information Coordinating Committees (SOICCs), other state agencies, or universities. More than half of the 48 state CIDS now in operation originally were developed with NOICC funding, and NOICC continues to provide special project funding and technical support to enhance state-operated CIDS.

SOICCS AND OTHER STATE AGENCIES...

...that operate CIDS programs are continually developing special system features to address the needs of the citizens of their states. Some of the special CIDS features currently in operation or under development include graduate school files, financial aid/scholarship and employer files, entrepreneurship files and job bank files for the handicapped. Some CIDS have information files about the world of work, resumes and interview techniques, while other systems include current job listings from the state's Job Service agency. At least one state is developing a business and industry file, while another is identifying adult education programs in the state.

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CAREER INFORMATION TABLOID NEWSPAPERS...

...are now widely used as an additional way to provide career information for targeted audiences such as high school students. In 1991, 35 states distributed almost 4 million copies of tabloid newspapers containing career information. The tabloids contain summary occupational and educational information and articles about career planning. An economical way to reach large numbers of people, they can be used to help individuals who do not have access to computer-based systems. Some states distribute them to all ninth- and tenth-grade students in schools throughout the state; others have them delivered to homes as a special supplement to the daily newspaper. Career tabloid newspapers provide teachers with valuable, state-specific career information to use in their classrooms, and they can be taken home to furnish current and useful information for parents and other family members. Many of the states that produce tabloids also distribute them to libraries and state Job Service offices.

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...established by Congress to promote the development and use of occupational information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about Career Information Delivery Systems, contact Harvey Ollis at (202) 653-5671 or Jim Woods at (202) 653-5665. You also may contact your state Career Information Delivery System or your State Occupational Information Coordinating Committee.

NATIONAL CROSSWALK SERVICE CENTER

The National Crosswalk Service Center (NCSC) is a technical resource center of the National Occupational Information Coordinating Committee (NOICC) and State Occupational Information Coordinating Committees (SOICCs). NCSC maintains the NOICC Master Crosswalk and provides a range of products and services based on the Crosswalk and other federal occupational and labor market information resources. NCSC is operated by the Iowa SOICC under a grant from NOICC.

THE NOICC MASTER CROSSWALK...

...is a computerized database that shows relationships among the five major occupational and educational classification systems used by the federal government. The Crosswalk begins with the Dictionary of Occupational Titles (DOT), which is the common denominator used to link the classification systems used by the federal government. Through the Master Crosswalk, data classified according to each of the federal classification systems can be related to data classified according to one or all of the other systems.

THE CROSSWALK IS USED BY NOICC...

...in a wide range of projects and by SOICCs to develop and maintain Occupational Information Systems (OIS). It also is used by developers of Career Information Delivery Systems (CIDS), including SOICCs and other organizations. Increasingly, the Crosswalk is used by research institutes, universities and private industry.

THE NATIONAL CROSSWALK SERVICE CENTER...

...manages and updates the Master Crosswalk; provides technical assistance in its use; and answers requests for data and information. NCSC also serves as a depository of computerized occupational and educational information resources, including:

- NOICC Master Crosswalks
- Bureau of Labor Statistics (BLS) Crosswalks
- National Occupational Employment Statistics (OES) Industry/Occupation Matrices
- Dictionary of Occupational Titles (DOT) Manual
- Standard Occupational Classification (SOC) Manual
- Classification of Instructional Programs (CIP) Manual
- Standard Industrial Classification (SIC)
- Occupational Employment Statistics (OES) Survey Dictionaries
- Standard Occupational Classification (SOC) Career Profiles
- Occupational Outlook Handbook
- Military Occupational and Training Data

NCSC HAS DEVELOPED A MICROCOMPUTER SOFTWARE PACKAGE...

...that allows users to process and extract information from the NOICC Master Crosswalk. Users can load the Micro-Crosswalk System onto their own microcomputers and obtain easy access to much of the crosswalk database. The system menu provides five basic options for retrieving frequently requested information: (1) specific codes from one classification system to identify related codes in other systems; (2) attribute codes and selected characteristics associated with specified DOT occupations; (3) numerical codes from any of the classification systems by a title or portion of an occupational or program title; (4) DOT codes and titles based on a search of specified occupational attributes; and (5) definitions for CIP codes or titles.

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THE CENTER'S PRODUCTS AND SERVICES...

...are provided on an at-cost basis. NCSC can download selected data files from mainframe to microcomputer media and upload from micro to mainframe computer media. NCSC operates a computerized bulletin board service through which occupational data files can be obtained electronically. More than 90 files can be obtained through the service, including many of the resources listed above. The number is (515) 242-4887. The service operates around the clock.

THE CENTER MAINTAINS THE COMPUTERIZED...

...SOC Career Profiles database. SOC (Standard Occupational Classification) Career Profiles provide guidance-based descriptions of working conditions for the 807 SOC coded and titled occupations. These descriptions include sample places of work for the various SOC classified occupations, as well as sample work activities, probable hours of work, and likely amount of travel associated with the occupation.

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about the products and services of the National Crosswalk Service Center, contact Steve Rosenow, NCSC Coordinator, Iowa SOICC, 200 East Grand Ave., Des Moines, IA 50309. Telephone: (515) 242-4881. For more information about NOICC, contact Jim Woods at (202) 653-5665.

NOICC TRAINING SUPPORT CENTER

The NOICC Training Support Center (NTSC) coordinates the National Occupational Information Coordinating Committee's training programs and conferences on a nationwide basis. Established in 1988 and currently housed in Oklahoma, NTSC provides the NOICC/SOICC Network with ongoing training capabilities, materials and a pool of experienced trainers and resource persons for its programs and conferences.

NTSC SERVES FOUR BASIC FUNCTIONS in connection with major NOICC programs:

- Product development and dissemination
- Communication and coordination
- Network development and support
- Training and technical support

NTSC DISSEMINATES OCCUPATIONAL AND CAREER INFORMATION...

...materials like NOICC's National Career Development Guidelines, which are available from NTSC through the Oklahoma Department of Vocational and Technical Education. These products include five local handbooks, a state handbook, the "Trainer's Guide," and an orientation video, "Focus for Action." NTSC also distributes other NOICC publications and products, such as the Improved Career Decision Making materials, the Employee Career Development project materials, and the NOICC Occasional Paper Series. Brochures and order forms are available from NTSC.

NTSC ASSISTS IN NOICC CONFERENCE PLANNING...

...and provides logistical support for the annual National SOICC Conference and other NOICC-supported conferences and training events. NTSC promotes NOICC products and services through a NOICC/SOICC exhibit booth, which is booked at national conferences and exhibitions across the country.

NTSC IS A COOPERATIVE EFFORT AMONG...

...the Oklahoma Department of Vocational and Technical Education, the Oklahoma State University Educational Television Telecommunications Center (ETS), and the Oklahoma State University School of Occupational and Adult Education (OAED) through the Oklahoma State Occupational Information Coordinating Committee. NTSC and the Oklahoma SOICC office at the Oklahoma Department of Vocational and Technical Education are responsible for overall project management, conference planning and dissemination of NOICC products. ETS and OAED assist in high-quality training and technical support.

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FOR MORE INFORMATION...

...about the NOICC Training Support Center, contact Burton Carlson at NOICC, (202) 653-5671 or LaMecia Stiles-Burden, NTSC Coordinator, Oklahoma Department of Vocational and Technical Education, 1500 West Seventh Ave., Stillwater, OK 74074. Telephone: (405) 743-5197.

NOICC

Fact Sheet 05 NTSC

CIVILIAN TRAINING INVENTORY

A joint project of the National Occupational Information Coordinating Committee (NOICC) and the U.S. Naval Reserve, Civilian Training Inventory (CIVTRAIN) is a computerized database system that is designed to help the Reserve identify educational programs and courses that can be used to train personnel. The system matches Navy occupations with related civilian educational programs and provides training officers with lists of local schools, colleges and hospitals that offer the programs.

THE 1992 CIVTRAIN IS IN OPERATION AT ALL 254 ...

...Naval Reserve Centers in 50 states, and the database includes more than 70,000 educational programs at 12,000 community colleges, public four-year colleges, private technical schools, secondary vocational schools and hospitals. The CIVTRAIN system is delivered in 16 geographic versions, one for each of the Reserve's Readiness Command areas. The project began in 1987, and was expanded to all states in 1991. The system is developed and implemented by NOICC, with grants from the Naval Reserve.

CIVTRAIN PROVIDES OCCUPATIONAL / EDUCATIONAL...

...information reports in four different formats. Using the system, local Reserve Center training officers can request:

- A list of nearby schools that offer training related to Navy occupations
- A list of schools that offer selected educational programs
- A list of schools within a selected geographic area
- A list of instructional programs offered at selected schools

IMPORTANT RESOURCES USED IN THE CIVTRAIN PROJECT...

...are the training directory components of Occupational Information Systems (OIS), which provide the CIVTRAIN system's database of educational programs and institutions within a given area. An OIS is a NOICC-designed computerized database that integrates educational and employment data from various state agencies and formats it in occupational supply and demand clusters. Occupational Information Systems are implemented in each state by State Occupational Information Coordinating Committees (SOICCs).

THE CIVTRAIN DATABASE IS NOW BEING MADE AVAILABLE...

...to service personnel leaving the military through another NOICC project, the Civilian Occupational and Labor Market Information System (COLMIS).

THE CIVTRAIN SYSTEM UTILIZES TWO KEY CROSSWALKS...

...a military crosswalk linking military civilian occupations, developed and maintained by the U.S. Department of Defense, and the NOICC Master Crosswalk, which relates the civilian occupational and educational classification systems used by federal and state agencies. The crosswalks are used to organize the data into clusters of related occupations and educational programs.

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NOICC IS DISSEMINATING A CIVILIAN VERSION...

...of the CIVTRAIN database, called State Training Inventory (STI), in 1992. The STI program allows each state to have its own State Training Inventory system, featuring searches by training program title, occupational title, geographic area, or school name or type. Through the STI system, users are able to find out what training resources are available by county, metro area (MSA), state or multi-state area.

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about the Civilian Training Inventory, contact Harvey Ollis at (202) 653-5671 or Jim Woods at (202) 653-5665.

CIVILIAN OCCUPATIONAL AND LABOR MARKET INFORMATION SYSTEM

The Civilian Occupational and Labor Market Information System (COLMIS) is a computerized information system developed for the U.S. Department of Labor's Veterans' Employment and Training Service (VETS) and the Department of Defense (DoD). The system provides summary profiles of local labor markets and is designed for use by officers and enlisted personnel in all four branches of the military service who are considering a return to civilian life.

COLMIS IS A FIRST-OF-ITS-KIND, NATIONAL SYSTEM...

...with a database of state and local occupational and labor market information. The system delivers summaries of occupational and labor market information by state, county and local area.

IN 1992, THE DEPARTMENT OF DEFENSE...

...is sponsoring the distribution of COLMIS worldwide to all 350 U.S. military installations, both domestic and overseas, as part of its transition services for military personnel. Also in 1992, COLMIS will be made available in all the states through State Employment Security Agencies (SESA).

COLMIS PROVIDES A VARIETY OF INFORMATION...

...about state and local labor markets and enables military personnel to identify civilian occupations in which they can use the skills they have acquired in the military. By identifying their military occupation and geographic area of interest, COLMIS users may obtain a report containing the following information:

- Related civilian occupations and federal Office of Personnel Management occupations
- Summary occupational projections, by state and local area
- Unemployment rates, by state and county
- Employment by industry, by state and county
- Job Service applicant and openings data, by local area
- Information on housing costs, by local area
- Addresses of local employment service offices
- Community colleges, by county and local area

COLMIS WAS DEVELOPED AND IS IMPLEMENTED...

...by a team of national and state agencies led by the National Occupational Information Coordinating Committee (NOICC) and the Interstate Conference of Employment Security Agencies (ICESA). Overall project management is provided by NOICC, which also managed the development of the system's software by the Iowa SOICC. ICESA oversees database development, including selected data sets from administrative and economic programs in the U.S. Department of Labor and State Employment Security Agencies (SESA). The Nevada SESA is the COLMIS database manager, and the Utah SESA prepares state and local area occupational projections data. The Employment Security Systems Institute (ESSI) prepares data on local employment services applicants and job openings.

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NOICC Fact Sheet 07 COLMIS

NOICC HAS BEEN INVOLVED IN THE DESIGN...

...and development of computerized systems that deliver occupational information since it was established 15 years ago. It designed and has supported the development of Occupational Information Systems — computerized databases of state and local occupational supply and demand information, developed and maintained by State Occupational Information Coordinating Committees (SOICCs) in each of the states and territories.

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational and career information. Its operations and activities are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about COLMIS, contact Harvey Ollis at (202) 653-5671 or Jim Woods at (202) 653-5665.

ECONOMIC DEVELOPMENT AND EMPLOYER PLANNING SYSTEM

The Economic Development and Employer Planning System (EDEPS) is a computerized database system designed to provide information for economic development and business and industry planning. The system provides national, state and area data in an integrated format to facilitate the analysis of the economy, industry performance, population trends, income characteristics and market potential.

EDEPS IS AN ANALYTICAL TOOL...

... for business and economic planners. It helps users analyze business opportunities and locations, examine labor supply and demand, identify training resources and study other factors that play a role in decisions involving expansion, relocation and new firm start-up. It is the first comprehensive, national computerized information system of its kind developed specifically for economic development and business planning purposes. While EDEPS is a national system, it is designed for use on a state-by-state basis, with each state developing its own state-specific data.

EDEPS IS BASED ON THE OCCUPATIONAL INFORMATION SYSTEM ...

...(OIS) model designed by NOICC to help states meet the occupational information needs of state and local program planners. The development of EDEPS and other NOICC systems is part of an initiative by NOICC to apply occupational information, technology and systems to new and expanded uses.

THE SYSTEM IS TARGETED TO TWO MAJOR CATEGORIES...

...of user needs. The first involves long-term economic planning by organizations such as regional economic development corporations or county planning agencies who wish to attract or encourage expansion of a balanced mix of industries for long-term stability, for example. The second category of use involves individuals in the public and private sector who are involved in site selection or expansion decisions for business or industry.

THE EDEPS DATABASE CONTAINS...

...industry and market area profiles, including industry employment, sales and payroll, industry/occupation patterns, population and demographic characteristics, and financial and quality-of-life indicators; labor and training resources, including labor force characteristics, occupational projections, and a directory of training programs; and business development and site location files, including business assistance programs, a directory of firms and products, industrial/business parks and sites, and procurement opportunities and awards.

EDEPS WAS DEVELOPED BY A CONSORTIUM...

...of State Occupational Information Coordinating Committees (SOICCs) from Pennsylvania, New Jersey, and Ohio, led by the Pennsylvania SOICC, with oversight and funding from the National Occupational Information Coordinating Committee (NOICC).

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational and career information. Its operations and activities are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about EDEPS, contact Rod Slack at (202) 653-7680 or Jim Woods at (202) 653-5665.

STATE TRAINING INVENTORY

State Training Inventory (STI) is a computerized educational database system that allows states and local users to identify schools and the programs they offer by selected geographic area. The system is developed and maintained by the National Occupational Information Coordinating Committee (NOICC) and State Occupational Information Coordinating Committees (SOICCs) in 52 states and territories.

THE SYSTEM ORGANIZES EDUCATIONAL AND TRAINING DATA...

...by program, type of institution, and geographic area. A PC-based software system, STI will be used by a variety of groups, including employers, employment and training personnel and educators to identify training and educational resources at the state and local level. STI also is designed to facilitate multi-state regional use and sharing of information across state boundaries.

THE 1992 STI DATABASE...

...is compiled at the state level by SOICCs in cooperation with state departments of education and other agencies. The national database includes more than 17,000 schools, colleges and hospitals and more than 200,000 education and training programs offered by these institutions.

THE STI MENU ALLOWS USERS TO IDENTIFY SCHOOLS AND PROGRAMS —

- By geographic area, including state or multi-state area, metropolitan statistical area, service delivery area, county and labor market area.
- By type of institution, including secondary and adult vocational/technical school, community or two-year college, four-year college and proprietary school.
- By occupational title or training program title.

STI IS BASED ON DATABASES AND COMPUTER PROGRAMS...

...developed by the NOICC/SOICC Network, including —

- Civilian Training Inventory (CIVTRAIN), a national training information system developed for the U.S. Naval Reserve.
- Economic Development and Employer Planning System (EDEPS), a microcomputer-based system developed for use in economic development planning.

THE 1992 STI SYSTEM IS AVAILABLE FROM SOICCs...

...in 52 states and territories who will distribute it to a variety of users including schools, colleges, employment and training agencies, libraries and state agencies.

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote the development and use of occupational, labor market, and career information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about STI, contact Harvey Ollis at (202) 653-5671 or Jim Woods at (202) 653-5665.

NOICC Fact Sheet 09 STI

NATIONAL CAREER DEVELOPMENT GUIDELINES

The National Career Development Guidelines initiative is a NOICC-sponsored project designed to strengthen and improve career development programs at all levels and in a wide range of settings. A comprehensive, competency-based approach to career development, the Guidelines serve as a blueprint for states, educational institutions and other organizations to use in developing effective career guidance programs.

THE GUIDELINES IDENTIFY DESIRED OUTCOMES...

...of comprehensive career guidance programs for participants at the elementary, middle school, secondary, postsecondary and adult education levels. The Guidelines identify competencies that participants should gain at each level and indicators that individuals have attained those competencies. The competencies are organized around three broad areas — self-knowledge, educational and occupational exploration and career planning.

THE GUIDELINES IDENTIFY STAFF REQUIREMENTS...

...and competencies needed by counselors and other career development personnel to deliver quality programs. The Guidelines include information about organizational capabilities necessary to provide good programs at each level, including structure, support and commitment. They provide the criteria for setting up new programs, evaluating the effectiveness of ongoing programs and improving program quality.

THE NATIONAL CAREER DEVELOPMENT GUIDELINES...

...initiative was launched by NOICC in 1987. The Guidelines were developed in collaboration with the professional guidance community, state agency personnel, local guidance personnel and administrators and state guidance supervisors. They then were validated and demonstrated in several states. The Guidelines now are being used to establish and improve career development programs in 40 states.

THE GUIDELINES ARE PRESENTED IN FIVE LOCAL HANDBOOKS...

...that are each designated for one program setting — elementary schools, middle/junior high schools, high schools, postsecondary institutions and community and business organizations. Each handbook spells out a three-step process, including planning, developing and implementing career development standards. The process is designed to encourage flexibility, build upon existing strengths, stimulate coordination within the institution, and enhance cooperation with other institutions and state and local agencies. Additional materials include a videotape, trainer's manual and a state resource handbook. A cadre of trainers is available as a resource to assist with implementation of the Guidelines.

THE NATIONAL CAREER DEVELOPMENT GUIDELINES PROJECT HAS BEEN ENDORSED BY:

- American Counseling Association (formerly American Association of Counseling and Development)
- American School Counselor Association
- American Vocational Association Guidance Division
- Association of Computer-Based Systems for Career Information
- Council of Chief State School Officers
- National Association of State Career Development/Guidance Supervisors
- National Association of State Occupational Information Coordinating Committees
- National Career Development Association

more...

NOICC Fact Sheet 10 NCDG

All the demonstration model grants awarded by NOICC under the project are administered by the SOICCs in each state.

THE NATIONAL CAREER DEVELOPMENT GUIDELINES LOCAL HANDBOOKS INCLUDE:

- The National Career Development Guidelines
  — Local Implementation Guide for Elementary Schools
- The National Career Development Guidelines
  — Local Implementation Guide for Middle/Junior High Schools
- The National Career Development Guidelines
  — Local Implementation Guide for High Schools
- The National Career Development Guidelines
  — Local Implementation Guide for Postsecondary Institutions
- The National Career Development Guidelines
  — Local Implementation Guide for Community and Business Organizations

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...established by Congress to promote the development and use of occupational, labor market, and career information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR INFORMATION ABOUT ORDERING...

...the National Career Development Guidelines Handbooks, contact NOICC Training Support Center, 1500 West Seventh Avenue, Stillwater, OK 74074-4364. Telephone: (405) 743-5197.

FOR INFORMATION...

...about the National Career Development Guidelines, contact Mary Sue Vickers at (202) 653-7680 or Walt Webb at (202) 653-5671.

IMPROVED CAREER DECISION MAKING PROGRAM

The Improved Career Decision Making (ICDM) Program is a NOICC-sponsored training program that is designed to help counselors and advisors increase their knowledge and use of labor market information in career counseling. The program targets practicing counselors, graduate counseling students and others involved in career planning and development activities, including career technicians and employment and training specialists.

ICDM WORKSHOPS ARE ORGANIZED AND CONDUCTED BY...

...participating State Occupational Information Coordinating Committees (SOICCs), with support and technical assistance from NOICC. Tens of thousands of counselors and others in 54 states and territories have participated in ICDM training since the program's origin in 1981.

ICDM WORKSHOPS EXPLORE LABOR MARKET CONCEPTS...

...and the function of labor market information in career decision making and career counseling. The overall goal of the ICDM Program is to train counselors and advisors to help individuals use labor market information to make informed decisions about occupations and careers.

NOICC PROVIDES THE BASIC CURRICULUM PACKAGE...

...for the workshops, which also focus on career development theory, occupational information resources, career counseling practices and professional development. The ICDM materials were first published by NOICC in 1986 and have been revised several times, most recently in 1991. These revisions strengthen information on Career Information Delivery Systems and the National Career Development Guidelines and assist special needs populations with career development. The curriculum package, Career Decision Making in a Changing World, includes a trainer's manual, a resource guide for participants and a video.

THE ICDM WORKSHOP CURRICULUM...

...is competency-based, flexible and adaptable. The curriculum is contained in a series of modules that can be used in any sequence and can be adapted for a six-hour or week-long program. More than 30 activities are provided that can be used to implement the concepts provided in the lectures.

ICDM TRAINING WORKSHOPS BEGIN BY DEFINING...

...terms and concepts related to career development and labor market information and then move on to an examination of demographic trends that are having an impact on decision making, such as the aging of American workers, the increasing diversity of the population, and the increasing number of women in the work force. Within the context of career development, ICDM training focuses on career development theories, sources of career and labor market information, multicultural issues, career development needs of adults, the needs of women and teen parents, the needs of persons with disabilities, and the needs of at-risk children.

more...

NOICC Fact Sheet 11 ICDM

THE ORIGINAL ICDM PROJECT...

...was designed and developed by the Employment and Training Administration, with input from NOICC and other organizations in 1979 and 1980. SOICCs have played a key role in the implementation of ICDM training since the outset. NOICC assumed full responsibility for the program in 1984.

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...established by Congress to promote the development and use of occupational, labor market, and career information. Its operations are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about the ICDM Program, contact Mary Sue Vickers at (202) 653-7680 or Walt Webb at (202) 653-5671.

EMPLOYEE CAREER DEVELOPMENT PROGRAM

The Employee Career Development (ECD) Program is a training program being developed by the National Occupational Information Coordinating Committee (NOICC) for counselors, advisors and human resource professionals involved in assisting adult workers in career transition. Through ECD workshops, counselors and advisors in public agencies, educational institutions and business and industry will learn to implement career development programs that will help adult workers who are facing job or career changes.

ECD TRAINING FOCUSES ON THE CAREER DEVELOPMENT...

...process and the needs of adults in the workplace. Counselors and advisors will learn how to organize and conduct career development workshops for employees and workers. The program integrates components of NOICC's National Career Development Guidelines program that focus on adult career development. The Guidelines, which involve a comprehensive, competency-based approach, represent a nationwide effort to foster career development as a lifelong process.

DURING PROGRAM YEAR 1992, NOICC IS PROVIDING...

...grants to up to 12 State Occupational Information Coordinating Committees (SOICCs) to field test ECD workshops in a variety of settings. NOICC is working with PAVE, The Education and Training Foundation, in developing the Employee Career Development Program and in making it available to the SOICCs for testing.

THE EMPLOYEE CAREER DEVELOPMENT PROGRAM...

...is designed to strengthen career development and education assistance programs in a range of settings, including community colleges, employment and training programs, JTPA (Job Training Partnership Act) programs, vocational/rehabilitation programs, community organizations, and in business and industry. Individuals seeking assistance through these programs may include dislocated workers, employees coping with new technologies, workers seeking new opportunities, and other adults confronting employment changes.

ECD WORKSHOPS INVOLVE...

...a series of modules including Adult Career Development: Issues and Questions, Career Development Process, Implementing Employee Career Development Programs, Career Coaching and Counseling Techniques, Evaluation, Referrals and Support Services, and Marketing for Employee Career Development.

THE WORKSHOPS WILL BEGIN WITH...

...an introduction to career development with a focus on defining the career development process, identifying who needs it, and looking at career development from the different perspectives of workers, supervisors and managers. Participants will then review career development theories and relate them to actual practice through a four-step process: individual assessment, exploration of options, career decision making, and an action plan. Models will be provided for designing workshops, counseling and coaching techniques, and evaluation. Participants will focus on the orientation of clients to career development; the selection of assessment instruments; linking the individual and exploration; decision-making theories and strategies; goal setting; and the development of an action plan.

more...

NOICC Fact Sheet 12 ECD

THE PROJECT WAS INITIATED IN RESPONSE...

...to labor market changes and a growing need for career development and education assistance programs that will increase productivity and raise the educational and skills levels of the American work force. A steering task force representing the counseling community, organized labor, postsecondary administrators, corporate human resource management, industry personnel and training managers and the NOICC/SOICC Network has been involved in program development.

THE CONCEPT WAS DEVELOPED...

...by the National Center for Research in Vocational Education, previously at Ohio State University, with funds from the U.S. Department of Education. NOICC grants to PAVE helped fund a field test and validation of the resultant training curriculum, as well as a train-the-trainers workshop. PAVE continues to work with NOICC on the project and the 1992-93 testing of the workshops in the states.

NOICC IS A FEDERAL INTERAGENCY COMMITTEE...

...established by Congress to promote and coordinate the development and use of occupational, career and labor market information. Its operations and activities are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...

...about the Employee Career Development Program, contact Mary Sue Vickers at (202) 653-7680 or Walt Webb at (202) 653-5671.

CAREER DEVELOPMENT PORTFOLIO PROJECT

The Career Development Portfolio project is a new career development initiative of the National Occupational Information Coordinating Committee (NOICC). The Career Development Portfolio consists of a personalized, sequential career planning journal that is designed to guide students through the career development process and to help them relate their education to career interests and aptitudes as they progress through school and beyond.

THE CAREER DEVELOPMENT PORTFOLIO IS BEING DEVELOPED...
...by NOICC through a project with the American School Counselor Association (ASCA) and the Maine State Occupational Information Coordinating Committee (SOICC). NOICC has provided grants to five states to pilot test the portfolio package, which involves the training of coordinators and facilitators in the use of the portfolio package with approximately 1,000 students at each site during the 1992-93 school year.

THE STUDENTS' PORTFOLIO MATERIALS...
...are part of a comprehensive career development package featuring a "User's Guide" for counselors and teachers to help them assist the students in using their Career Development Portfolio to make education and career decisions. The guide will contain detailed information concerning the career planning prototype, an abstract of state models, and additional resources. It is designed for use by students in an educational setting, with coordination and direction provided by counselors and teachers.

THE STUDENT CAREER PLANNING ACTIVITIES ARE PROVIDED...
...in a folder format, and they also include a computer software program designed to be user-friendly and appealing to students. The Portfolio prototype features a process of developing, storing, and retrieving essential information. The process begins with middle school readiness activities near the student's completion of the elementary grade levels. It continues into high school with an individual career plan to include workplace readiness activities and beyond K-12 education with a marketing plan or resume. Its purpose is to illustrate the integration of work-based learning skills with academics to aid in employment and/or higher education and training.

THE PORTFOLIO PROTOTYPE REGARDS LEARNING...
...as a lifelong process, and it is intended to help students develop the skills they will need in that process. The components of the Portfolio program include a focus on self-knowledge, life roles, educational development and career exploration and planning.

THE PORTFOLIO MATERIALS LINK NOICC's...
...National Career Development Guidelines with the major components of comprehensive developmental school counseling programs. The Guidelines, which involve a comprehensive, competency-based approach, represent a nationwide effort to foster career development as a lifelong process.

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...established by Congress to promote and coordinate the development and use of occupational, career, and labor market information. Its operations and activities are authorized by the Job Training Partnership Act and the Carl Perkins Vocational and Applied Technology Education Act Amendments of 1990.

FOR MORE INFORMATION...
...about the Career Development Portfolio project, contact Kay Brawley at (202) 653-7680 or Walt Webb at (202) 653-5671.

CAREER DEVELOPMENT TRAINING INSTITUTE

The National Career Development Training Institute (CDTI) was established by NOICC in 1992 to design career development training programs for states to use to train personnel who help students and adults acquire career planning skills and make career decisions.

CREATED AT THE INITIATIVE OF CONGRESS, CDTI...
...will provide an academic foundation for a national Career Development Training Program, develop a nationwide career development personnel training agenda and program and assist states in building the capacity to carry out that agenda. It will focus on in-service training for professional counselors and other advisers and pre-service training through counselor education programs at universities and other institutions. The Institute will conduct research that primarily is related to training needs, the development of training models and the evaluation of the impact of such models on career development assistance. The Institute also will review the design and content of academic counselor training programs and the certification and credentials required of career development personnel.

THE INSTITUTE IS OPERATED THROUGH...
...the University of South Carolina in Columbia under a competitive grant to the South Carolina Occupational Information Coordinating Committee (SCOICC). The Wisconsin Center on Education and Work at the University of Wisconsin-Madison and the Continuum Center and Adult Career Counseling Center at Oakland University in Rochester, Michigan, also are participating in the project. The grant for the CDTI was awarded through a competitive grant process.

CDTI WILL FUNCTION UNDER THE AEGIS OF...
...the CDTI Board, initially chaired by NOICC, which will include representatives of the NOICC/SOICC Network, state employment and training organizations and national education, guidance and counseling and career development organizations. All 56 State Occupational Information Coordinating Committees (SOICCs) have received grants from NOICC to assist the Institute in the design and implementation of the national Career Development Training agenda. The combined activity of the Institute and the SOICCs is referred to as the national Career Development Training Program (CDTP).

A CONSORTIUM ARRANGEMENT CALLS FOR...
...the University of South Carolina to manage the overall Institute effort. USC will document the training needs of professional career counselors and other advisers. USC also will identify and assess current career development educational programs and training efforts and work to develop an inclusive national Career Development Training agenda.

THE UNIVERSITY OF WISCONSIN...
...will develop training programs to assist counselors and others to integrate NOICC's National Career Development Guidelines with other NOICC-supported career development programs at the state level, initiate an effort to use computer technology to deliver individualized career development training and plan a national career development teleconference on the counselor's role in "Tech Prep."

more...

OAKLAND UNIVERSITY WILL FOCUS ON...
...the assessment and development of career development training for professionals and paraprofessionals who assist adult and special populations with career choice and preparation. OU also will assess and develop training programs for human resource specialists in private companies to assist employees with career planning and transition.

THE SOUTH CAROLINA SOICC...
...is serving as the grantee and fiscal agent, while the NOICC Training Support Center is assisting the Institute with public information, training and publishing functions.

FOR MORE INFORMATION...
...contact Burton Carlson , CDTI Project Officer, NOICC, 2100 M Street NW, Suite 156, Washington, DC 20037, (202) 653-5671, or Mary Sue Vickers also at NOICC, (202) 653-7680. To contact CDTI directly, call Marva Larrabee, CDTI Program Director at (803) 777-9024.